

TENNESSEE HISTORICAL COMMISSION
REVIEW AND COMPLIANCE SECTION
CHECKLIST

Initial Consultation, Area of Potential Effect
Determination, Historic Properties Identification

Federal agencies and applicants for federal funds, licenses and permits should provide the following information to the Tennessee State Historic Preservation Office to initiate Section 106 consultation and solicit assistance from the SHPO in their efforts to identify historic properties within Areas of Potential Effect: (SHPO authority to request such documentation is codified in the National Historic Preservation Act; Section 101(E-J) and at 36 CFR Part 800.2(c)(1) and 800.16(v))

1. A letter requesting Section 106 review of the undertaking which shall include:

(a) The identity of the federal agency funding, licensing, or permitting the undertaking, the name and/or position title of the "Agency Official" as defined at 36 CFR Part 800.2(a), and the name, address, and telephone number of the agency staff person who may be contacted regarding the project.

(b) If applicable, the identity of the applicant for federal funding, licensing, or permitting and the name, address, and telephone number of the staff

person employed by this applicant organization who may be contacted regarding the project. Please include documentation generated by the federal agency which authorizes the applicant to act as the federal agency's representative in the initial Section 106 review process as delineated at 36 CFR Part 800.2(c)(5).

(c) The location (address, city, and county) of the project; and the project's Area of Potential Effect as defined at 36 CFR Part 800.16(d).

(d) The identities of all other Consulting Parties invited to participate in consultation relative to the undertaking and the names, addresses, and telephone numbers of authorized representatives of these additional Consulting Parties who may be contacted regarding the project. Consulting Parties are enumerated at 36 CFR Part 800.2(c). Please include copies of all invitation letters to Consulting Parties and copies of any responses.

(e) A description of the agency's or applicant's formal procedure for involving the public in the Section 106 review process as delineated at 36 CFR Part 800.2(d).

(f) If applicable, a description of the formal process by which Section 106 review is to be melded into other appropriate federal and state environmental reviews as delineated at 36 CFR Part 800.2(a)(4), 800.3(b), and 800.8.

2. A USGS 7 1/2 minute series topographic map (be sure to include the name of the map) clearly indicating the boundary of the undertaking, the location of all project elements, and the project's Area of Potential Effect. Submit a USGS hard copy map or an 8" X 11" photocopy of a USGS hard copy map with the project's Area of Potential Effect, not a download from DeLorme, MapQuest, TopoZone, etc.
3. Other suitably scaled maps or site plans as necessary to depict the extent of the project and its locational relationship to its surroundings and environment.
4. A project narrative which describes the project in sufficient detail to enable a reader unfamiliar with the project or its location to gain a full understanding of the project and all of its elements and their potential to affect directly and indirectly any historic properties within the Area of Potential Effect.
5. Original chemical or digital photographs of the project Area of Potential Effect which are numbered and clearly keyed to one of the above maps or site plans.
6. Any available information including dates of construction of buildings either inside the project footprint or within view or sound of the project. Be sure to include photographs of buildings within the project's Area of Potential Effect.

7. If applicable, a discussion of the results of agency or applicant pre-consultation review of architectural, historical, or archaeological studies which have been previously produced. This should include:

(a) a list of historic properties located within the Area of Potential Effect which are either National Register of Historic Places listed or have been determined eligible for such listing. This list should include any above ground properties which appear marked on SHPO survey file maps.

(b) locations of such properties shown on one of the maps or site plans which are submitted.

(c) If pre-consultation review has not discovered eligible or listed properties, a statement to that effect should be included. Properties identified and evaluated as not eligible for listing in the National Register should be listed and mapped.

8. A discussion of any pre-consultation field-work, e.g., reconnaissance survey, which may have been undertaken.

9. Written results of any internal agency cultural resources staff review (for undertakings planned by land- or structure-controlling agencies with qualified cultural resources staffs).

10. The written results of any consultation with all additional Consulting Parties.

Additional documentation produced as a consequence of a written request from the Tennessee State Historic Preservation Office to the agency or applicant. This documentation must be prepared by a person or persons in the appropriate field who meets applicable professional standards and in consultation with this office (see "Standards and Guidelines for Archaeological and Architectural Resource Identification Studies") and definitions codified at 36 CFR Part 800.2(a)(1) and 800.2(a)(3):

1. Historic/Architectural Survey and Inventory.
2. Archaeological Site Survey and Inventory.